

# MILWAUKEE POLICE DEPARTMENT

#### STANDARD OPERATING PROCEDURE

100 - BOOKING PROCEDURES

**GENERAL ORDER**: 2009-03

ISSUED: January 30, 2009

**EFFECTIVE**: January 30, 2009

ACTION: Amends General Order No. 2008-64 (December 24, 2008)

## **100.00 PURPOSE**

The purpose of this standard operating procedure is to provide instructions for properly booking persons at a district station or the Prisoner Processing Section and entering booking information into the Corrections Management System (CMS).

## 100.05 PRISONER MOVEMENTS

All prisoner movements, from initial contact with the Milwaukee Police Department, up to and including the final destination and disposition of the prisoner, shall be recorded under the "Event" tab located in CMS. Proper date, time and location codes shall be entered for all records. Refer to Section 100.10(I) for accepted disposition codes.

# 100.10 CORRECTIONS MANAGEMENT SYSTEM (CMS)

#### A. DATA ENTRY

All information pertaining to an arrested person shall be entered directly into the Department's Corrections Management System (CMS). When practical, the information shall be entered within the first 20 minutes of the arrestee's arrival at the Department facility in order to ensure that the prisoner information is available from any police department workstation.

## B. CMS BECOMES INOPERABLE

1. REDACTED The Help Desk shall contact the Identification Section by phone advising them of the problem.

2. Personnel shall utilize the *Daily Arrest List* (Form PA-8) to record the arrested person's information. Bookers shall also notify the shift commander as soon as practical.

- 3. Ensure that a right index fingerprint is placed on the reverse side of an original Arrest Detention Report (PA-45). The original arrest report shall accompany an adult prisoner to the Criminal Justice Facility (CJF). A copy of the arrest report with a notation in red ink "BOOKING DOWN" along with the date shall be hand carried by the end of each shift to the Identification Section. The Identification Section shall deliver the copies to the Prisoner Processing Section (PPS) for batch entry once the system comes back online.
- 4. Adults shall be conveyed to CJF where photographs and fingerprints will be obtained. Juveniles shall be conveyed to PPS and have a full set of inked fingerprints taken along with digital mug shots by PPS personnel.
- 5. PPS personnel shall take 3 photographs of each juvenile using a digital camera supplied by the Identification Section. One (1) frontal shot, one (1) profile shot and one (1) frontal shot with the juvenile holding his/her demographic information written on a 8X10 piece of paper. The printing shall be in BOLD writing using a Sharpie marker for a clear view of the prisoners' information and MPD ID number. All photographs must be taken in front of the gray backboard located in the booking room.
- 6. The compact flash card located in the digital camera shall be delivered to the Identification Section after each shift. An empty flash card shall be used at the beginning of every shift.
- 7. All inked fingerprint cards shall have the information written on the front of the card in legible block printing. The back of the card shall have information regarding date of offense and arrest charges and shall include the name and PeopleSoft number of the officer who took the prints.
- 8. These fingerprints shall be hand carried to the Identification Section immediately for an Forensic Investigator to complete the identification of the prisoner.
- 9. The Identification Section shall notify the PPS Sergeant when the prisoner has been identified and can be released.
- 10. When CMS becomes operable, Data Services Division shall contact district stations, PPS and Identification Section by phone, providing notification that normal booking and prisoner processing may resume. The shift commander shall ensure that all relevant information pertaining to arrested persons obtained during the system's inaction is entered into the system in a timely manner.

## C. MANDATORY BOOKING (WIS. SS. 165.83)

 In accordance with Wisconsin Statute 165.83, the Department is required to obtain and file fingerprints, descriptions, photographs and any other available identifying data on persons who have been arrested for an offense which is a misdemeanor or a violation of an ordinance involving:

**Burglary tools** 

Commercial gambling

Gambling devices

Contributing to the delinquency of a child

Stolen property

Controlled substances or controlled substance analogs under Ch. 961

**Firearms** 

Dangerous weapons

**Explosives** 

Pandering

Prostitution

City loitering-prostitution related

Sex offenses when children are victims

Worthless check cases

Disorderly conduct cases relating to any of the above

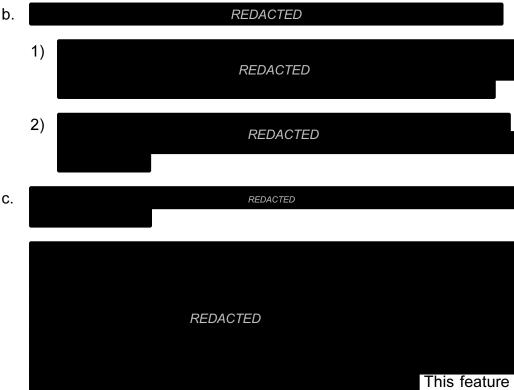
2. Persons arrested for any of the above ordinance violations shall be conveyed to a district station or PPS for complete booking into CMS (i.e., fingerprints, photo, etc.).

# D. <u>TWO FINGER FAST IDENTIFICATION AND CMS ENTRY AT DISTRICT</u> STATION OR PPS

- The 2-Finger Fast Identification System shall only be used to book and process arrested persons into CMS in accordance with the procedures set forth by this standard operating procedure, except as provided in Section 100.20.
- 2. Once the prisoner has been properly searched, the booker shall log onto the 2-Finger Fast Identification device located in the booking facility by using their authorized password. Once successfully logged onto the device, the booker shall direct the prisoner to touch the device's capture pad with their right and left index fingers. A search of the prisoner's fingerprints against the Identification Section's database shall be conducted and the results of that search shall be returned to the video screen of the 2-Finger Fast Identification device. The response on the screen will be one of the following:

## a. No Match

This indicates that the prisoner's fingerprints were not matched to an existing criminal history record and the prisoner must be booked completely as described in this section.



shall import all of the arrestee's information into the CMS booking screens. The booker shall review and update any information that has changed and continue completing all the required fields within the module. The booker, when finished with the data entry portion, shall re-query and then click on the "Send Data / Morpho" button located on the first booking tab and take a full set of finger and palm prints as well as digital mug shots to successfully complete this booking in CMS.

3. After the result of the 2-Finger Fast Identification search has been reported and recorded, the booker shall log off the device until the next prisoner has been searched and is ready for booking.

- 4. Arrest information (time, location, arresting officers, charges and any additional pertinent information), shall be entered into CMS by the booker only after the 2-Finger Fast Identification device has been used to initiate the booking process. Only a CMS trained booker is authorized to enter arrest/booking data into CMS as described in this standard operating procedure. If the arresting officer is not present, the conveying officer shall be responsible for providing the pertinent information required for the booker to complete the arrest data entries into the CMS.
- 5. Booking information (height, weight, descriptions, inventory numbers, statute numbers, pedigree, and medical checks) and all other relevant information which can be observed or obtained during the booking process must be entered by the booker ONLY. All bookers are to keep in mind that there are mandatory fields of information that must be entered into CMS in order for fingerprints and prisoner's photographs to be obtained. It is the booker's responsibility to ensure that all relevant data has been entered into CMS.

## E. FINGERPRINTS

- Once arrest and booking information has been entered into CMS and the "Send Data / Morpho" button has been activated, the live-scan fingerprint system will be enabled.
- 2. A full set of fingerprints and palm prints shall be taken from all arrestees.
- 3. Fingerprint and palm print data shall be automatically transmitted to the Identification Section for identification processing.

## F. PRISONER PHOTOGRAPHS

- 1. Immediately following the capture of all fingerprint data, the arrestee shall be photographed using the "Digital Mug Shot System." This shall include items that alter an arrestee's appearance (i.e. wigs, glasses, etc.).
- 2. The booker shall also capture any prominent scars, marks or tattoos by using the digital photograph system.



## G. VERIFICATION OF FINGERPRINTS BY IDENTIFICATION SECTION

1. All fingerprints transmitted to the <u>Identification Section shall be</u> <u>processed for positive identification</u>

#### REDACTED

2. The booker shall confirm that the identification process of the arrestee has been completed by checking under the event tab located in the CMS module. The booker shall make certain that the "Ident" event has been completed by the prisoner processor from the Identification Section. This procedure shall be done with all arrests before a prisoner is allowed to be released or transported from the District or PPS.

## H. ARREST DETENTION REPORT (PA-45)

- 1. All reports, copies of reports and required package information shall be reviewed by the shift commander or the PPS supervisor.
- 2. Supervisors shall ensure that a legible right index fingerprint is placed on the back of all PA-45 reports, including those submitted for batch entry. In the event that the prisoner has a damaged or missing right index finger, the left index fingerprint is to be obtained and indicated as such on the PA-45.
- 3. When applicable, the incident report number (IR#) shall be recorded on the *Arrest Detention Report* (PA-45), *Pedigree Information* (PA-45A), *Prisoner Statement* (PA-45B) and *Charge Supplemental* (PA-45C). One copy of these reports shall be forwarded to the Identification Section.
- 4. When the booker is notified that the prisoner has used false information, he/she shall immediately notify the shift commander. The shift commander shall ensure that a new wanted check is performed based on the new information and additional charges are considered (e.g. obstructing, etc.). It shall be the shift commander's responsibility to ensure that the booker updates the arrest record in CMS. It is also the responsibility of the shift commander to make sure that all charges have been entered into CMS before the prisoner has been booked out.

#### I. PRISONER DISPOSITION CODES

Whenever a prisoner is released at a District Station or PPS, the reviewing supervisory officer shall ensure that the appropriate release code and charge disposition codes are entered in CMS. The following is a list of appropriate codes that can be entered into CMS:

Criminal Investigation Bureau Change J-Stat Court Date Dental Visit Doctor Visit District Squad Conveyance Jail / Building Fire	MDRV MEAL MEDS MLRF MNTC MOVE	Medical Observation Review Meal Served Administer Medication Meal Refused Maintenance Request
Court Date Dental Visit Doctor Visit District Squad Conveyance	MEDS MLRF MNTC	Administer Medication Meal Refused
Dental Visit Doctor Visit District Squad Conveyance	MLRF MNTC	Meal Refused
Doctor Visit District Squad Conveyance	MNTC	
District Squad Conveyance		I Maintonanoe Nequest
		Movement Order
	OPPS	Error Made- Disposition
Out on Furlough	OUTS	Cell Out of Service
		Phone Call Completed
		Mug Shot Completed
		Physical
		Professional Performance Division
		Prisoner Processing Section
		Fingerprints Taken
		Psychological Referral
	PSYV	Psychologist Visit
		Sensitive Crimes Division
	SHDN	Shakedown
Medical Observation Completed	SICK	Sick Call
Jail ID Transfer Completed	SRCH	Inmate Search
Personal Property Taken	TRSM	Trustee Modify
Name Change / Check Demographics	VACT	Video Arraignment
nmate Line –Up	VCD	Organized Crimes Division
Milwaukee County Children's Hospital	WLKH	Walk Away From Hospital
	Headcount Hospital Guard Hospital Medical Treatment dentification Verified Inspection Cell Back in Service Drganized Crimes Division Bio Data Completed Record Charges Medical Info Completed Medical Observation Completed Jail ID Transfer Completed Personal Property Taken Name Change / Check Demographics Inmate Line –Up	Headcount

SERV

STHO

TABS

TOTG

TOTM TOTP

USMS

WLKH

Served Time

Other Residence Home

Turned Over To Guardian
Turned Over To Military

Turned Over To Parents

Turned Over To US Marshal

Walk Away From Hospital

Truancy Abatement

CHARGE DISPOSITION CODES				
AREL	Administrative Release	RELF	Released with a Future Court Date	
BAIL	Released on Bail	REOR	Own Recognizance (PR)	
BCW	Bureau of Child Welfare	RNCF	No Charges Filed	
CJF	Criminal Justice Facility	SCTR	Superior Court Release	
CSBL	Cash Bail	SENT	Sentenced	
DEAD	Died in Custody	SMOD	Sentence Modified	
DSS	Department of Social Services	SNTR	Sentenced and Released	
ERRR	Charge Entered in Error	STHO	Other Residence Home	
ESCP	Escaped	TABS	Truancy Abatement	
FBI	Turned over to FBI	TAKN	Taken Home by Officer	
FNPD	Fine Paid	TOTG	Turned Over to Guardian	
HDRP	Hold Dropped	TOTM	Turned Over to Military	
HOME	Home	TOTP	Turned Over to Parents	
MCCC	Milwaukee County Children's Center	TRAN	Transfer to Another Agency	
MDOC	Milwaukee Department of Corrections	TSER	Time Served	
OTHJ	Other Jurisdictions	USMS	Turned Over to US Marshall	
PROB	Probation Released	WALK	AWOL from Hospital	

CJF

DIED

DSS

**ERRR** 

**ESCP** 

FNPD

HOME

PTTF

FBI

Criminal Justice Facility

Booking Entered in Error

Taken Home By Officer

Department of Social Services

Died in Custody

Turned over to FBI

Past Time to File

Escaped

Fine Paid

#### J. PHOTOGRAPHIC DATA SHEET

A "Photographic Data Sheet" shall be generated only **after** the entire booking, identification and supervisory approval phases of the process have been completed and the prisoner is ready for transfer. Prior to transporting the prisoner, it is the booker's responsibility to examine the "Photographic Data Sheet" carefully to verify that the correct information and photograph were printed on the sheet. Once the "Photographic Data Sheet" has been printed, it shall be attached to the front of the *Arrest Detention Report* (PA-45) and must accompany the prisoner to CJF.

# 100.15 PRISONERS CONVEYED TO A DISTRICT STATION/PRISONER PROCESSING SECTION (PPS)

## A. ARRESTING/CONVEYING OFFICER'S RESPONSIBILITIES

- Police members making an arrest shall immediately evaluate the physical condition of the person taken into custody. Complaints of pain or obvious injuries indicating an immediate need of medical treatment shall be acted upon **before** the prisoner is transported to a district station, PPS, CJF, or the Milwaukee County Children's Center (MCCC).
- 2. When prisoners are in need of medical attention, the arresting officer shall have them conveyed to a medical facility for treatment. The attending medical facility personnel should supply the conveying officer with a "Medical Release". The "medical release" information shall be recorded in CMS under the sub tab labeled "Treatment" behind the medical tab (#5). The booker shall generate a copy of the medical report and attach it to the Medical Release form accompanied with the *Transfer of Prisoner for Medical Care* report (Form PP-42).
- 3. Prior to entering the booking area of the district station or PPS, the arresting or conveying officer shall conduct a **thorough** search incidental to arrest of the prisoner to ensure that the prisoner does not possess any contraband, weapons, evidence, medication, or other item(s) that may be harmful to an officer, booking personnel or prisoner.
- 4. Prior to entering the booking area, all officers shall secure their firearms in a Department approved storage site.
- 5. The arresting or conveying officer shall secure the prisoner by handcuff(s) to the bench, wall, or rail depending on the booking facility where the prisoner is processed.
- 6. The arresting or conveying officer shall enter all relevant information regarding the arrest on the blotter (Form PA-8).

- 7. The arresting/conveying officer shall notify the shift commander that a prisoner has been brought into the facility. The arresting/conveying officer shall further explain to the shift commander the circumstances surrounding the arrest, to include the intended charge(s) and elements of the crime or ordinance violation.
- 8. Only one officer should assist the booker with the searching and escorting of the prisoner to a temporary holding cell or room. If either the booker or the arrest/conveying officer feels that additional officers should be present during the booking process, they shall immediately notify the shift commander who shall evaluate such request and observe the entire booking process. If the conveying officer is not the arresting officer, the conveying officer shall obtain and provide the booker with the necessary arrest information to include the time, location, arresting officer(s) PeopleSoft number and charges. This shall be done by completing the *Arrest/ Conveyance Card* (Form PA-7). All officers are required to fill out a PA-7 when turning a prisoner over to the booker.

Note: The arresting/conveying officer must remain with the prisoner throughout the booking process until such time as the prisoner is secured in a cell. At no time is the booker to be left alone with an unsecured prisoner.

9. Only when the booker has completed the booking of a prisoner shall another prisoner be allowed in the booking area. While waiting to be booked, prisoners shall be detained in a secure area designated by the commanding officer/shift commander.

#### B. BOOKER'S RESPONSIBILITIES

## 1. Accountability

Bookers shall be held accountable for all prisoners' safety and well-being during the entire booking process and subsequent confinement at the work location during that officer's tour of duty and until properly relieved. It shall be the responsibility of the booker to immediately notify the shift commander of any unauthorized personnel in the booking area.

## 2. Safety Issues

All bookers shall become thoroughly familiar with emergency medical procedures (i.e., CPR, Self-Contained Breathing Apparatus, evacuation plan, emergency exit doors, fire extinguishers, etc.). Safety equipment shall be inspected regularly by the booker and kept in an accessible area.

## 3. REDACTED



## 4. Search

Bookers are to be aware that street searches are conducted under less than optimum conditions with the principle concern being weapons. Contraband (narcotics, etc.) can be overlooked in hurried circumstances, thus bookers must perform a thorough custodial search. Search procedures shall be in accordance with SOP 090 - Prisoners.

## 5. Prisoner Medical Intake Screening Procedure

The purpose of this procedure is to alert Department personnel to any medical and/or other special concerns the prisoner may have. Any medical information is considered confidential. If medical alert codes (number only) are used, this is not considered confidential.

- a. The medical information tabs, located in the CMS module must be completed when entering a prisoner's information. A copy of the signed medical report shall accompany the prisoner to his/her next destination in each instance that a prisoner is taken into custody and confined.
- b. Any "YES" responses require appropriate action, and must be documented in the remarks section of the medical section of CMS. Anyone depressed or suicidal (or a history of either), sick or injured, first time inmates or those under the influence of alcohol/drugs shall be monitored carefully and appropriate precautions are to be taken to ensure that their health and safety are maintained. Such actions shall be noted on the printed copy of the medical report and brought to the attention of the shift commander.
- c. The prisoner should be asked to sign the completed medical form generated by the booker. If the prisoner refuses to answer questions or sign the form, the booker shall write "Refused" in the remarks section located under the medical tab.

taken with such prisoners.

Note: Refusals to cooperate should be considered a "YES' answer and an indication to "monitor" shall be recorded in the remarks section located under the medical tab in CMS. The desk sergeant and/or shift commander must be notified of any "YES" responses and they shall ensure that appropriate attention and precautions are

d. The medical information that is entered into CMS will always be a part of the booking record in the CMS module. A printed copy of a prisoner's medical information screens shall also be retained at the district or PPS. A printed copy of the medical information screens shall accompany adult prisoners and be given to CJF personnel or to the personnel of another law enforcement or corrections agency upon transfer of the prisoner to that agency.

## 6. Medical Attention Refusal

When a prisoner arrives at a district station, PPS, or CJF, and a **minor** medical condition comes to any officers' or bookers' attention, they shall do the following:

- a. Discuss the minor medical condition with the prisoner and offer him/her medical attention.
- b. If a prisoner requests medical attention, the arresting/conveying officers shall either call for appropriate medical attention or transport him/her to a medical facility for treatment.
- c. If a prisoner refuses medical attention, complete the Medical Attention Refusal Report. Attach the original Medical Attention Refusal Report to the printed copy of the medical information screens and retain at the district station or PPS. This information shall also be noted in the remarks section located under the medical information tab in CMS before a copy is printed.

## 7. Cellblock Checks

All district stations have been approved for temporary "Investigative Detention." Prisoners at district stations shall not be held for more than four (4) hours unless authorized by the shift commander due to exceptional circumstances. Prisoners at PPS shall not be held for more than eight (8) hours unless authorized by the shift commander due to exceptional circumstances.

a. Cellblock checks must be conducted by the booker at least four (4) times every hour at staggered intervals and logged on the *Daily Cell Block Check* (Form PD-4).

b. During cellblock checks there shall be no obstruction to viewing the prisoner such as those caused by concealment with blankets, clothing or other items. This shall be done to ensure that the prisoner is present in the cell and has no apparent physical problems.

## 8. Prisoner's Property

See SOP 090 - Prisoners

## 9. Refusal to Sign the Printed Copy of the Property Receipt

For whatever reason, a prisoner might refuse to sign the printed copy of the property receipt generated from the property information tab located in CMS. Officers/Bookers shall not argue with the prisoner and instead continue with the booking process. The booker shall write "refused" on the printed copy and make the shift commander aware of the problem.

## 10. Cell Assignment

**Do not** place all prisoners along a single side of a cellblock. Bookers shall place them in opposite facing cells to minimize the possibility of prisoners attempting to harm themselves. Bookers shall only escort or remove a prisoner from a holding cell or room with the assistance of an officer.

## C. COMMANDING OFFICER'S/SHIFT COMMANDER'S REPONSIBILITIES

- The shift commander shall view the booking process via the video screen contained in his/her office and ensure that the audio is at an acceptable level.
- 2. Commanding officers shall ensure that all prisoner bookings are captured on videotape and that such recordings are retained at the district for a period of 30 days. However, in the event a complaint is made against a Department member concerning the booking process, or unusual circumstances are present, the shift commander shall ensure that the videotape depicting such events is placed on Department inventory.
- 3. In the event of a severe backlog in prisoner processing at a district station or PPS, the shift commander shall notify the commanding officer of the Neighborhood Policing Bureau or designee or the watch commander when the commanding officer or designee is not available.

4. Only after the shift commander verifies that the entry is complete, fingerprints and photographs have been captured (when applicable) and all movement/release codes entered into CMS, will the arrestee be transferred or released from the district or lockup facility. Prisoner processing is not complete until the shift commander's PeopleSoft number is entered into the "release reason" field located on the first booking screen of CMS.

# 100.20 "CITE AND RELEASE" AND MUNICIPAL PERSONAL RECOGNIZANCE ARRESTS

Notwithstanding any other procedures relating to the booking or processing of prisoners, for the arrest categories and criteria listed below, the procedures in (C) and (D) of this section shall apply.

#### A. ARREST CATEGORY

- 1. An arrest for a municipal citation(s) with a future court date <u>only</u> (other than possession of marijuana and possession of drug paraphernalia)
- 2. An arrest for a uniformed traffic citation(s) with a future court date only (other than an OWI offense)
- 3. An arrest for (1) or (2) above where the prisoner is an out of state violator who posts a deposit
- 4. An arrest for a municipal warrant(s) where the prisoner can be released via personal recognizance only
- 5. An arrest for any combination listed above (1-4)

## B. ARREST CRITERIA

- 1. The prisoner is non violent
- 2. The prisoner is taken to a district station or PPS
- 3. The prisoner's identity is known
- 4. The prisoner's fingerprints and photographs are on file
- 5. There is no other legal or investigative reason to detain the prisoner beyond the arrest category listed above

Note: If an arrest falls under Wisconsin Statute 165.83 as referenced in Section 100.10(C), or if the arrest does not meet the category and criteria established above, a complete booking process, including fingerprints, photographs, CMS entry, etc. is required.

## C. PROCESSING

- 1. The arresting officer shall complete the necessary paperwork (e.g., citations, personal recognizance bonds, etc.) and provide the appropriate copies to the prisoner. Officers shall include a "retab" with legible fingerprint on all citations issued. Arrests processed pursuant to this section **do not** require the prisoner's property to be inventoried, a PA-45, an arrest package, photographs, fingerprints or entry into CMS.
- 2. Only after the shift commander verifies that the entry is complete, fingerprints and photographs have been captured (when applicable) and all movement/release codes entered into CMS, will the arrestee be transferred or released from the district or lockup facility. Prisoner processing is not complete until the shift commander's PeopleSoft number is entered into the "release reason" field located on the first booking screen of CMS.
- 3. The arresting officer shall promptly release the prisoner from police custody and notify the shift commander of such action taken.

## D. IDENTIFICATION

- 1. Prior to releasing a prisoner pursuant to this section, the arresting or conveying officer shall confirm the prisoner's identity by capturing their fingerprints via the Morpho "RapID" device or the hardwired "2-Finger Fast Identification System" device, which is located within each booking facility. The hardwired "2-Finger Fast Identification System" device should be used solely for identification of a prisoner only when the "RapID" is inoperable or not available to the arresting or conveying officer. The preferred method of confirming a person's identity for purposes of this section is for officers to utilize the "RapID" device in the field.
- 2. If the identity of a prisoner is in question, either because the prisoner provided false or misleading information, or the prisoner's identity cannot be verified through the "RapID" or hardwired "2-Finger Fast Identification System" devices, a complete booking process shall be performed, including a 10-print identification, photographs, CMS entry, etc.

Note

Prisoners processed pursuant to this section shall not be placed into a cell or bullpen or left unattended at any time while they are in police custody. Nothing within this section prevents a shift commander from requiring a complete booking process even if the arrest meets the category and criteria established in (A) & (B) above.

# 100.25 PRISONERS CONVEYED DIRECTLY TO THE CRIMINAL JUSTICE FACILITY

- A. Officers shall obtain permission from a supervisor prior to conveying a prisoner from the location of arrest directly to CJF.
- B. After completing a PA-45, the arresting or conveying officer shall have it notarized before turning the prisoner over to CJF. The officer shall **hand deliver** a copy of the PA-45 to the PPS supervisor who shall review it for accuracy. The PPS supervisor will then forward the PA-45 to the PPS booking area for immediate batch entry into CMS.

# 100.30 PRISONERS CONVEYED DIRECTLY TO A HOSPITAL - "HOLD" ESTABLISHED

#### A. HOLD

- 1. For those persons conveyed directly to a hospital and admitted, the arresting officer shall place a hospital hold on them (refer to SOP 090 Prisoners).
- 2. This hold shall indicate the telephone number of the shift commander of the district in which the person was arrested. This shift commander shall be the person contacted when the patient is to be released.

## B. PROCESSING

- 1. The arresting officer shall complete all necessary reports, including a PA-45.
- 2. The booker shall batch enter all relevant information into CMS.
- The original PA-45 shall remain with the shift commander of the district in which the arrest occurred. All other reports shall be forwarded to CJF.
- 4. The shift commander who possesses the original PA-45 shall contact the medical treatment facility on a daily basis, per shift, to determine if the individual is still hospitalized. The shift commander shall document such notifications on a "Department Memorandum", Form PM-9E, which shall be placed in the "Hospital Hold" folder.

- 5. Refer to Section 100.35 for processing a prisoner released from a hospital "hold" prior to a District Attorney's review. Do not use the 2-Finger Fast Identification System on this prisoner upon their return to the district, as this will create an additional booking number/record in CMS.
- 6. If no charges are issued by the District Attorney's Office prior to release of the individual from the hospital, follow the procedures as set forth in SOP 090.85 and enter the appropriate disposition code into CMS.

## 100.35 PRISONERS CONVEYED TO A DISTRICT-THEN TO A TREATMENT FACILITY

- A. When a prisoner is conveyed to a district station and later to a medical or mental treatment facility where they are admitted, the booker shall enter the known prisoner information into CMS as soon as practicable. As much arrest and booking information that can be obtained without delaying the medical treatment shall be entered.
- B. When the prisoner is conveyed to a hospital facility, a movement event shall be created under the event tab in CMS.
- C. The arresting officer shall then complete all necessary reports. The PA-45 shall be reviewed and retained by the district shift commander or PPS supervisor, who will note the hospital location and any other circumstances that may require a future update [refer to Section 100.25(B)].
- D. When the district shift commander is notified that a prisoner can be released from the hospital, they shall request a conveyance through the Communications Division for conveyance back to the district station where the booking process was initiated.
- E. The district shift commander shall ensure that the booker receives the original PA-45. The booker shall then complete the movement event in CMS. The booker shall check to see that all arrest and booking information is complete. Do not use the 2-Finger Fast Identification System on the prisoner upon their return to the district, as this will create an additional booking number/record in CMS.
- F. The arrestee shall then be fingerprinted and photographed.
- G. Arrestee identification status shall be verified by checking the "Ident" event located under the event tab [Refer to Section 100.10(G)].

## 100.40 HOSPITAL GUARD

- A. In the event a prisoner is conveyed to a hospital and a guard is established, the prisoner's information shall be entered into CMS as soon as practicable. The **arresting officer** shall provide the booker with all necessary information to create a booking for this incident. The booker shall create a hospital movement event at this time. The arresting officer shall prepare a PA-45 and submit it to the shift commander for review, who shall place it into the "hospital guard" file.
- B. Upon the return of the arrestee to the district station or PPS, the booking process shall be completed. This is to include any missing arrest or booking data, prisoner movements or the capturing of fingerprints and photographs. Do not use the 2-Finger Fast Identification System on this prisoner upon their return to the district, as this will create an additional booking number/record in CMS. All appropriate prisoner movements, up to and including release codes, shall be entered. The original PA-45 shall be attached to the updated documents.
- C. If no charges are issued by the District Attorney's Office prior to release of the individual from the hospital, the shift commander shall ensure that the guard is cancelled and the appropriate disposition code is entered into CMS.

## 100.45 TRANSFER OR RELEASE OF A PRISONER

Shift commanders shall review the PA-45 for accuracy and completeness. When approved, the shift commander's PeopleSoft number shall be entered into the release reason field in CMS. Prior to the arrestee being transported/released from the lockup facility, the proper movement/release code shall be entered.

## 100.50 PRISONER REFUSED AT CJF

When a prisoner is refused at CJF for a medical reason, the conveying officers shall notify the shift commander from the location where the prisoner was originally processed. The notification shall include the time the prisoner departs for the hospital and the time the prisoner returns to CJF. The shift commander shall then ensure that these times are entered into CMS. For prisoners conveyed directly to CJF without being processed at a district station or PPS, the conveying officers shall notify the PPS supervisor as previously required in this SOP.

## 100.55 ORDER-IN CASES

A. When charges are issued in order-in cases and a summary arrest is made, PPS personnel shall be responsible for entering the arrest data.

- B. Officers shall escort the prisoner to PPS for prisoner screening and processing. The arresting officer(s) shall assist the booker by supplying all needed information to complete the booking process in CMS.
- C. When all entries are complete, the prisoner shall be fingerprinted and photographed.
- D. The PA-45 shall be reviewed for accuracy and completeness by the PPS supervisor.
- E. When approved, the booker shall be notified to enter the supervisor's PeopleSoft number into CMS.
- F. Prior to the arrestee being transported/released from PPS, the proper events shall be created and completed in CMS.

## 100.60 RELEASE OF INFORMATION ON ARRESTED ADULTS

Refer to SOP 570 - Public Information Policy

# 100.65 RECORD RETENTION AND DISTRIBUTION SCHEDULE

The following retention and distribution of original and copies of *Arrest Detention Report* (PA-45), *Pedigree Information* (PA-45A), *Prisoner Statement* (PA-45B) and *Charge Supplemental* (PA-45C) reports shall be followed whenever these reports are filed:

- A. When an adult prisoner is transferred to CJF, the **original** completed, approved, and signed *Arrest Detention Report* (PA-45) and *Charge Supplemental* (PA-45C) shall accompany the prisoner to the CJF. A copy of the PA-45 and the PA-45C shall be attached to the **original** *Pedigree Information* (PA-45A) and *Prisoner Statement* (PA-45B) and shall be forwarded to the Records Management Section for retention.
- B. When an adult prisoner is released at the district station or PPS (e.g. administrative release, release on personal recognizance or future court date, etc.), and after the information has been entered into the Corrections Management System (CMS booking), the **original** *Arrest Detention Report* (PA-45) *Pedigree Information* (PA-45A), *Prisoner Statement* (PA-45B), and *Charge Supplemental* (PA-45C) shall be forwarded to the Records Management Section for retention.

Edward a Sym

CHIEF OF POLICE